Administration for Children and Families

Office of Child Care

Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Development and Implementation Grants
HHS-2016-ACF-OCC-TH-1161
Application Due Date: 03/23/2016

Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Development and Implementation Grants

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Department of Health & Human Services
Administration for Children and Families

Program Office:	Office of Child Care
Funding Opportunity Title:	Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Development and Implementation Grants
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Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in** *Section IV.2. Content and Form of Application Submission.* **For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at** http://www.acf.hhs.gov/grants/howto.

The Administration for Children and Families (ACF), Office of Child Care and Office of the Deputy Assistant Secretary for Early Childhood Development, in partnership with the Health Resources and Services Administration (HRSA), announces the availability of funds and requests applications for the fiscal year (FY) 2016 Tribal Maternal, Infant, and Early Childhood Home Visiting Program (Tribal MIECHV) Development and Implementation Grants.

Tribal MIECHV Development and Implementation Grants funds will support 5-year grants (cooperative agreements) between ACF and federally-recognized Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations to: conduct community needs assessments; develop the infrastructure needed for widespread planning, adopting, implementing, and sustaining of evidence-based maternal, infant, and early childhood home visiting programs; provide high-quality evidence-based home visiting services to pregnant women and families with young children aged birth to kindergarten entry; implement performance measurement systems and engage in continuous quality improvement activities; engage in activities to strengthen early childhood systems of support for families with young children; and conduct rigorous program evaluation activities.

This funding opportunity announcement (FOA) is intended for tribal entities that do not have

prior experience with implementing evidence-based home visiting models, performance measurement and continuous quality improvement systems, and rigorous evaluation. **A separate FOA (Tribal Maternal, Infant, and Early Childhood Home Visiting Grant Program: Implementation and Expansion Grants, HHS-2016-ACF-OCC-TH-1162) will be published in FY 2016 for entities with such prior experience.**

I. Program Description

Statutory Authority

The statutory authority is title V, section 511 of the Social Security Act (42 U.S.C. Section 711), as amended by the Medicare Access and Children's Health Insurance Program (CHIP) Reauthorization Act of 2015 (Public Law (Pub.L.) 114-10).

Description

Background

The Maternal, Infant, and Early Childhood Home Visiting Program

The Maternal, Infant, and Early Childhood Home Visiting program (MIECHV, the Federal Home Visiting Program), administered by HRSA in collaboration with ACF, responds to the diverse needs of children and families in communities at risk and provides an opportunity for significant collaboration and partnership at the Federal, state, tribal, and community levels to improve health and development outcomes for at-risk children through evidence-based home visiting programs. The goals of the MIECHV program are to: (1) strengthen and improve the programs and activities carried out under Title V of the Social Security Act; (2) improve coordination of services for at-risk communities; and (3) identify and provide comprehensive services to improve outcomes for eligible families who reside in at-risk communities.

Information about the HRSA MIECHV grants to states and territories can be found at http://mchb.hrsa.gov/programs/homevisiting/.

Congress appropriated $400 million per federal fiscal year (FY) for the MIECHV program for the period from October 1, 2015, through September 30, 2017, as part of the Medicare Access and CHIP Reauthorization Act (Pub.L. 114-10). Section 511(h)(2)(A) of title V of the Social Security Act authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to award grants to Indian tribes (or a consortium of Indian tribes), tribal organizations, or urban Indian organizations to conduct an early childhood home visiting program. The legislation sets aside 3 percent of the total MIECHV appropriation for grants to tribal entities and requires that the tribal grants, to the greatest extent practicable, be consistent with the requirements of the MIECHV grants to states and territories, and include conducting a needs assessment and establishing benchmarks. A total of $12,000,000 in funding is therefore authorized by Section 511 for grants to Indian Tribes (or a consortium of Indian Tribes), Tribal Organizations, or Urban Indian Organizations in FY 2016 and FY 2017.

The Tribal Maternal, Infant, and Early Childhood Home Visiting Program

Along with the goals of the overall MIECHV program, the Tribal MIECHV Program has the specific goals of:

- Supporting the development of happy, healthy, and successful American Indian and Alaska Native (AI/AN) children and families through a coordinated home visiting strategy that addresses critical maternal and child health, development, early learning, family support, and child abuse and neglect prevention needs;
- Implementing high-quality, culturally relevant evidence-based home visiting programs in AI/AN communities;
- Expanding the evidence base around home visiting interventions with Native populations; and
- Supporting and strengthening cooperation and coordination and promoting linkages among various programs that serve pregnant women, expectant fathers, young children, and families, resulting in coordinated, comprehensive early childhood systems in grantee communities.

The Tribal MIECHV program aims to provide critical maternal, infant, and early childhood home visiting services to eligible families in AI/AN tribal communities, including Indian tribes or urban Indian centers (as defined by Section 4 of the Indian Health Care Improvement Act, Pub. L. 94-437). For generations, many AI/AN people have taken care of and attended to the needs of young families in their communities through informal home visits as a traditional cultural practice. More recently, tribal communities have recognized the potential of more structured home visiting programs to support improved child and family outcomes in tribal communities and are implementing a variety of home visiting programs using diverse tribal, public, and private funding streams.

While strong evidence indicates that home visiting is an effective intervention strategy for working with vulnerable families, less is known about the value of these services in tribal settings. Evidence-based home visiting services - which may include prescriptive curricula, intensive training, fidelity monitoring, and data collection - remain a relatively new approach in many tribal settings, and may be challenging to adopt in the context of tribal sovereignty and self-determination. These challenges are complicated further by the lack of evidence-based practices developed specifically in and for use with AI/AN populations; there is currently only one home visiting model that meets the HHS criteria for evidence of effectiveness in tribal communities (for more information, see http://homvee.acf.hhs.gov /Models.aspx). As is true of most research on home visiting and other prevention and intervention approaches, the limited inclusion of diverse study samples limits our understanding of the applicability of study findings for communities that differ from those included in the specific research studies. There is a great need to expand and strengthen the evidence base for home visiting interventions targeted to AI/AN populations and communities.

Since 2010, ACF and HRSA have supported the planning and implementation of the MIECHV program. Through these and other initiatives, tribal communities have spent years developing strong capacity and infrastructure for delivering evidence-based home visiting services, implementing performance measurement and continuous quality improvement systems, developing of early childhood systems, and conducting rigorous evaluation. With 25 grants and $56.3 million awarded to date, the Tribal MIECHV Program has been an unprecedented expansion of high-quality, culturally-relevant, evidence-based home visiting services for vulnerable AI/AN families and children. More information about the Tribal MIECHV Program, current grantees, and the communities they serve can be found at http

Required Grant Activities

Please note that a *Definitions* section is located in the Appendix and provides important additional information about expectations for grantees under this funding opportunity announcement; items that are *italicized* are defined in this section.

This FOA provides FY 2016 funds for Tribal MIECHV Development and Implementation Grants (cooperative agreements) and is intended for tribal entities that do not have prior experience with implementing evidence-based home visiting models, performance measurement and continuous quality improvement systems, and rigorous evaluation. **A separate FOA (Tribal Maternal, Infant, and Early Childhood Home Visiting Grant Program: Implementation and Expansion Grants, HHS-2016-ACF-OCC-TH-1162) is intended for entities with such prior and ongoing experience.**

During the 5-year project periods of the cooperative agreements, funds will support:

- Conducting a coordinated needs and readiness assessment of at-risk tribal communities through a collaborative process that engages all relevant stakeholders;
- Collaborative planning efforts to address identified needs by developing capacity and infrastructure to fully plan for, adopt, implement, and sustain high-quality home visiting programs in AI/AN communities;
- Implementing high-quality, culturally relevant, evidence-based home visiting programs that meet the needs of at-risk tribal communities;
- Engaging with tribal, local, and state early childhood program partners and other stakeholders to maximize the success of home visiting programs and support the comprehensive needs of pregnant women, parents and caregivers, and children from birth to kindergarten entry living in at-risk tribal communities;
- Conducting performance measurement and continuous quality improvement activities; and
- Carrying out rigorous local program evaluations using quality research methods that answer questions of interest to grantee communities and the broader field.

The activities that grantees carry out throughout this grant will support tribally and locally driven decision-making, development, implementation, and evaluation of grant-funded projects that are high-quality, evidence-based, and culturally responsive to the community. Throughout the cooperative agreement, ACF and contractors will provide technical assistance and support to carry out required activities while respecting tribal sovereignty and self-determination.

Year 1: Needs Assessment, Planning, and Capacity Building

Year 1 grant activities are designed to support grantees in understanding the needs and capacities of their communities and designing and building capacity to implement and evaluate programs that meet these needs and fulfill grant requirements. In Year 1 of the cooperative agreement, grantees must therefore: (A) conduct a comprehensive community needs and readiness assessment; (B) build organizational and community infrastructure and capacity to implement high-quality evidence-based home visiting services, conduct performance measurement and continuous quality improvement activities, and conduct

rigorous program evaluation; and (C) develop an implementation plan that describes how the grantee will carry out these activities during Years 2-5.

A. Comprehensive Community Needs and Readiness Assessment

The goals of the *needs and readiness assessment* that will be completed by Tribal MIECHV Development and Implementation grantees are therefore to identify program and community strengths and needs and, based on this, prioritize goals and strategies to meet needs through home visiting programs. The assessment will give grantees the opportunity to assess the quality and capacity of existing community services to meet the needs of young children and families in the community, and develop and sustain partnerships with a comprehensive array of services at the community, tribal, and state level. The needs and readiness assessment that Tribal MIECHV Development and Implementation grantees will conduct in Year 1 must use quantitative and qualitative data collection methods to:

- Identify the *at-risk tribal community* (or communities) in the grantee's target area by collecting data on the health and well-being of individuals and families in these communities, including both strengths/protective factors and risk factors such as: premature births; low birth weight; infant mortality, including infant death due to abuse and neglect or other indicators of at-risk prenatal, maternal, newborn, or child health; poverty; crime; domestic violence; high-school dropout; substance abuse; unemployment; and child maltreatment.
- Assess the quality and capacity of any existing maternal, infant, and early childhood *home visiting programs* in the at-risk community.
- Assess the community's capacity for providing substance abuse treatment and counseling services to individuals and families in need of such treatment or services.
- Assess the community's status and capacity to implement and integrate home visiting services into an *early childhood system* of support for families, including an assessment of existing or ongoing efforts or resources to develop a coordinated network of supports for expectant families and families with young children at the community level.

The needs and readiness assessment must involve and engage community stakeholders and partners. In addition, the assessment must be coordinated with and take into account, to the greatest extent possible and as appropriate for the community, other needs assessments conducted by federal, state, tribal, local, and private entities, such as the State MIECHV needs assessment and those related to maternal and child health; public health; mental health and substance abuse; child abuse and neglect; domestic violence, crime, homelessness, and poverty; and those conducted by Head Start and Early Head Start and other early care and education programs in the community. Finally, grantees will consider *data-source characteristics* as they develop and carry out their assessments.

Through conducting a needs and readiness assessment, grantees will set the stage for strengthened cooperation and coordination and promote linkages among various programs that serve pregnant women, expectant fathers, young children, and families in tribal communities. Coordination across programs helps ensure that high-quality, evidence-based home visiting programs are part of a comprehensive, aligned strategy for improving child and family well-being in tribal communities.

B. Planning and Capacity Building

During Year 1, grantees will develop infrastructure and capacity necessary to implement and sustain high-quality, culturally-relevant, evidence-based maternal, infant, and early childhood home visiting programs in AI/AN communities. Planning and capacity building activities include, but are not limited to, the following.

- Based on the results of the needs assessment, grantees, in partnership with tribal, organizational, and community stakeholders, their local advisory committee, model developers, and ACF, will develop capacity to implement *evidence-based home visiting models* that meet the needs of the community and families, as well as any necessary cultural or contextual *adaptations* and *enhancements*. This includes:
  - Determining the target population for services;
  - Setting program goals and objectives;
  - Selecting the home visiting model or models it plans to implement to meet the identified needs of the community and target population;
  - Determining and developing necessary adaptations and enhancements;
  - Working with developers of selected home visiting models to establish formal agreements;
  - Participating in training needed to implement selected models, adaptations, and enhancements;
  - Developing program policies and procedures; and
  - Engaging in other activities that will support effective implementation with *fidelity* of the selected home visiting models, adaptations, and enhancements.

- Selecting, developing, and supervising a qualified home visiting program workforce, including managers
  - During Year 1, grantees will build administrative and management capacity to support effective implementation of home visiting services. In particular, building on the needs assessment, grantees will hire, train, and develop staff and establish infrastructure to effectively implement the home visiting program as designed, including data collection, performance measurement, continuous quality improvement, and evaluation activities.
  - Grantees will also build infrastructure to ensure the provision of reflective supervision as well as administrative and clinical supervision to home visitors funded through the MIECHV grant. This includes developing and implementing policies and procedures that assure the effective provision of *reflective supervision* program-wide with fidelity to the home visiting model or models implemented.

- Developing or improving an integrated data management information system
  - During Year 1, grantees will consider the ability of existing management information and data systems to support the collection, input, use, and reporting of data, including but not limited to participant demographic and service utilization data, program service delivery data, performance measurement data, and implementation data to support home visiting model fidelity. Grantees will work with ACF and technical assistance providers to develop and/or improve their management information systems to be able to meet the implementation and

evaluation needs of the program.

- Developing plans and infrastructure to support performance measurement and data-driven *continuous quality improvement* and learning activities
    - In coordination with efforts to develop or improve management information systems, grantees will develop individualized performance measurement plans that will reflect a re-designed *Tribal MIECHV performance measurement system*. Building on these performance measurement plans and management information systems, grantees will build systems, policies, and processes for conducting data-driven continuous quality improvement and learning activities.

- Working together with early childhood program partners, tribal leaders, elders, families, and community members to consider how best to meet the needs of families from pregnancy to kindergarten entry through the home visiting program and development of an *early childhood system* of support for families.
    - Grantees are expected to continually engage tribal and community stakeholders and partners throughout the development and implementation of their home visiting programs to maximize the potential for successful, sustainable, and responsive services. In addition, in partnership with other tribal, local, and state partners (including providers of health, mental health, oral health, early childhood development, home visiting, substance abuse, domestic violence, child maltreatment prevention, child welfare, education, housing, tribal entities, and other social services), grantees must engage in activities to support the development, improvement, and implementation of an early childhood system of supports for families that includes home visiting. Where applicable, and in order to support ACF and HRSA's strong commitment to state/tribal collaboration, this list of partners should include State MIECHV grantees.

- Engaging in *rigorous program evaluation* planning activities
    - Grantees under the Tribal MIECHV Development and Implementation grants will conduct rigorous local program evaluations using quality research methods that answer questions of interest to grantee communities and the broader field. A developmental approach will be taken to inform the focus of these rigorous evaluations, with an expected emphasis placed on formative and descriptive evaluations that support high quality development, implementation, adaptation, and enhancement of culturally and contextually appropriate home visiting programs.
    - During Year 1, grantees will build capacity to carry out program evaluation activities. This could include locating and securing external evaluation partners (such as independent consultants or institute-of-higher-education-based evaluators) and/or growing internal capacity for carrying out evaluation activities (e.g., evaluation planning, establishing measures of implementation quality, data collection, consents, data analysis and interpretation).

C. Development of an Implementation Plan

Upon award, ACF will provide grantees with detailed guidance for submitting a needs and readiness assessment and an implementation plan that describes how the grantee will carry out

required grant activities in Years 2-5, including implementing home visiting services, conducting performance measurement and continuous quality improvement activities, and conducting rigorous evaluation. This detailed guidance will clearly lay out the deliverables that grantees will be required to submit. Office of Management and Budget (OMB) approval under the Paperwork Reduction Act for this information collection has been requested and approval is pending. Grantees will be expected to submit the needs assessment and implementation plan within 10 months of the Year 1 award date. Grantees must engage in needs and readiness assessment, planning, and capacity-building activities during Year 1, but will not fully implement their plan or begin providing services until this plan is approved by ACF.

Years 2-5: Implementation, Performance Measurement and Continuous Quality Improvement, Early Childhood Systems Building, and Rigorous Evaluation

In Years 2-5 of the cooperative agreement, grantees will fully implement the various components of their implementation plan and work closely with ACF to ensure implementation and evaluation of high-quality, evidence-based home visiting programs in their community. Grant activities include:

- Implementing evidence-based home visiting models or promising approaches that meet the needs of at-risk tribal communities and providing home visiting services to *eligible families*;
- Partnering with tribal, local, and state early childhood stakeholders to ensure a successful home visiting program and to support the comprehensive needs of pregnant women, parents and caregivers, and children from birth to kindergarten entry living in at-risk tribal communities through development of an early childhood system;
- Conducting performance measurement and continuous quality improvement activities;
- Conducting rigorous program evaluation activities that will contribute to the empirical evidence base on implementation, efficacy, effectiveness, and/or adaptation of home visiting programs in AI/AN communities.

Due to the nature of the activities conducted under this program, grantees must commit a reasonable and adequate amount of federal funds to comply with the requirements for performance measurement, continuous quality improvement, and rigorous program evaluation. In Year 1, this could entail planning and building capacity to conduct performance measurement and continuous quality improvement activities and conduct rigorous evaluation activities. In Years 2-5, this could include conducting performance measurement and continuous quality improvement activities and rigorous evaluation activities. In all years, this would include processes to communicate and coordinate these activities with tribal leaders, community members, and the local advisory committee.

Pre-Application Technical Assistance

ACF will host a pre-application webinar for interested applicants. Information about the dates, times, and registration for this webinar can be found at http://www.acf.hhs.gov/progr ams/ecd/home-visiting/tribal-home-visiting.

Travel for ACF-Initiated Meetings

The grantee's project director and up to three other key staff members must attend a 2-3 day

kickoff meeting in Washington, DC, to be held within 90 days of grant award. The grantee must allocate sufficient funds for participation in this meeting in Year 1, as well as funds to send the project director and up to three other key staff members to an annual 2-3 day all-Tribal MIECHV grantee meeting in Washington, DC. In Years 2-5, the grantee must allocate sufficient funds for the project director and up to three other key staff members to attend an annual 2-3 day all-grantee meeting in Washington, DC, as well as one 2-3 day annual regional meeting in a location to be determined.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$1,000,000
Expected Number of Awards:	4
Award Ceiling:	$400,000 Per Budget Period
Award Floor:	$100,000 Per Budget Period
Average Projected Award Amount:	$250,000 Per Budget Period
Anticipated Project Start Date:	07/01/2016

Length of Project Periods:
60-month project with five 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Applicants must provide an SF-424A for each year of the project but should provide a budget justification **only for the first 12-month budget period**. Funds for Years 2-5 will be awarded on the basis of submission and approval of non-competing continuation applications, adequate grantee performance, and availability of funds.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. Cooperative agreements defining the respective responsibilities of ACF and grantees will be negotiated. ACF anticipates that agency involvement will produce programmatic benefits to the grantee otherwise unavailable to them for carrying out the project. The involvement and collaboration includes:

- ACF review and approval of the needs assessment and implementation plan developed in Year 1;
- ACF involvement in the establishment of policies and procedures that maximize open competition; and rigorous and impartial development, review, and funding of grantee or sub-grantee activities, if applicable;
- ACF and grantee joint collaboration in the performance of key programmatic activities (e.g., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation);
- Close monitoring by ACF of the requirements stated in this FOA that limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes; and
- Close ACF monitoring during performance, which may, in order to ensure compliance with the intent of this funding opportunity announcement, exceed those federal stewardship responsibilities customary for discretionary grant activities.

In addition, as part of the cooperative agreement and in accordance with the statutory requirements in Section 511, ACF (in consultation with HRSA) anticipates providing training and technical assistance to grantees throughout the 5-year project period. The overall goals of the technical assistance are to build the capacity of grantees to complete needs assessments, planning, capacity building, implementation, performance measurement and continuous quality improvement, and rigorous evaluation activities; and to ensure that programs are implemented effectively and with fidelity to evidence-based models and promising approaches.

While ACF recognizes that many home visiting models that grantees are likely to implement provide model-specific technical assistance, ACF anticipates providing technical assistance in several areas, including: identifying and accessing data sources and developing methodologies for needs assessments; strategic planning; collaboration and partnerships; communication and marketing; fiscal leveraging; implementing home visiting programs; selecting, adapting, and enhancing home visiting model(s) to meet the target populations' needs; data and information systems; continuous quality improvement; workforce development; strategies for coordinating and providing technical assistance to programs within the community; early childhood systems building; training; outreach; sustainability; and evaluation. The above list of topics is not meant to be exhaustive and ACF intends to tailor technical assistance to meet

needs identified by the grantees.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are federally recognized Indian tribes (or consortium of tribes), tribal organizations, and urban Indian organizations, as defined by Section 4 of the Indian Health Care Improvement Act, Pub.L. 94-437 at http://www.ssa.gov/OP_Home/comp2/F094 -437.html:

"Indian tribe" means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or group or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians;

"Tribal organization" means the elected governing body of any Indian tribe or any legally established organization of Indians that is controlled by one or more such bodies or by a board of directors elected or selected by one or more such bodies (or elected by the Indian population to be served by such organization) and thatincludes the maximum participation of Indians in all phases of its activities; and

"Urban Indian organization" means a nonprofit corporate body situated in an urban center, governed by an urban Indian controlled board of directors, and providing for the maximum participation of all interested Indian groups and individuals, which body is capable of legally cooperating with other public and private entities for the purpose of performing the activities described in section 503(a).

Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this FOA. Collaborative efforts and interdisciplinary approaches are encouraged. Applications from collaborative groups (consortia) must identify a primary applicant responsible for administering the grant (cooperative agreement). Possible partners include but are not limited to AI/AN Head Start, tribal child care, tribal child welfare, and the Indian Health Service, and other health, education, or human service agencies as well as the business community. Applicants must include a fully-executed Tribal Resolution(s) (including number, voting information, and authorized signatures) from the governing body of each tribe agreeing to participate in the project and receive services.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Missing the Application Deadlines (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification
Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Moushumi Beltangady
Administration for Children and Families
Office of the Deputy Assistant Secretary for Early Childhood Development
330 C Street SW
3014
Washington, DC 20201
Phone: (202) 260-3613
Fax: (202) 401-0981
Email: tribal.homevisiting@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at
www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format,
Standard Forms, assurances, and certifications are available in the Application Package
available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also
available at http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. See
Section IV.2.Request an Exemption from Required Electronic Application Submission if
applicants do not have an Internet connection or sufficient computing capacity to upload
large documents (files) to www.Grants.gov.

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29
U.S.C. § 794d):**
Available at the Grants.gov Forms Repository website at
http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service
(FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS
**In FY 2013 ACF implemented a new application upload requirement. Each
applicant applying electronically via www.grants.gov is required to upload only
two electronic files, excluding Standard Forms and OMB-approved forms. No more
than two files will be accepted for the review, and additional files will be removed.
Standard Forms and OMB-approved forms will not be considered additional files.**

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with

authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page limitation(s) do not include SFs and OMB-approved forms.*

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available

to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to

have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Project Description - The project description is limited to **100** pages and must include the following in this order: Table of Contents; Abstract (one page); Objectives and Need for Assistance; Approach; Organizational Capacity; and Budget and Budget Justification. Applicants should title each section accordingly.

Appendices - The appendices are limited to **25** pages and must include the following in this order: Organizational Capacity Supplemental Information (i.e., organizational charts, resumes, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant), Third-Party Agreements, Proof of non-profit status (if applicable), Indirect Cost Rate Agreement (if applicable), and Tribal Resolutions (if applicable).

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility", which is listed under the topic "Find Answers Online." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https: // www.acf.hhs.gov / sites / default / files / assets / systems issue_ policy_ final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see http: //www.grants.gov. / web / grants / support / technical - support / troubleshooting / restricting -special -characters.html .

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review.See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances,and certifications are available at Grants.gov http: // www.grants.gov / web / grants / forms / sf-424- family.html.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Tribal Resolutions	Referenced in Section III.1 under "Eligible Applicants."	Submission due by application due date found in Overview and Section IV.4.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
Maintenance of Effort (MOE) Certification	An example of a standard MOE is available in the application instructions for this FOA at www.grants.gov. Submission required for all applicants.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants

Programs		are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	A DUNS number and SAM registration are eligibility requirements for all applicants. See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria.* The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Letters of intent may be submitted by email by 11:59 pm EST on the due date to tribal.homevisiting@acf.hhs.gov, subject line: Tribal MIECHV Development and Implementation – Letter of Intent.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

The application for funding for Tribal MIECHV Development and Implementation Grants under this FOA must describe the approach the applicant proposes to take in Year 1 to conduct a comprehensive community needs and readiness assessment, engage in planning and capacity building activities, and develop an implementation plan, as described in Section I. Funding Opportunity Description, Required Grant Activities: Year 1.

The description of the Year 1 approach should include, at a minimum, but is not limited to, the following elements:

1. Identification of the lead entity that will be responsible for conducting Year 1 activities and its organizational capacity to conduct the activities;
2. A plan for developing relationships with tribal leaders, community members, partner agencies, and stakeholders, including a preliminary list and description of agencies and stakeholders that will be involved during Year 1, and the planned composition of the program's local advisory committee (please see Third Party Agreements later in this

section);

3. A plan for providing management and oversight for this project, including methodology for ensuring that key staff possess the necessary education, experience, and/or resources to successfully complete Year 1 activities (please see Organizational Capacity for more information);

4. A plan and detailed timeline for conducting a comprehensive needs and readiness assessment that meets the requirements described in Section I. Funding Opportunity Description, Required Grant Activities: Year 1, including a preliminary description or definition of the at-risk tribal community or communities to be assessed and a general description of the applicant's anticipated approach and methodology to conducting the assessment during Year 1. It is expected that grantees will fully engage their communities, using partnerships, collaborations, culturally relevant strategies, and and innovative methodologies to seek out and gather relevant quantitative and qualitative data as they conduct their assessments.

5. An anticipated process and timeline for planning and building capacity during Year 1 to respond to identified needs through an evidence-based home visiting program, develop plans and infrastructure to support performance measurement and data-driven continuous quality improvement and learning activities, collaborate with community members and early childhood system partners, and conduct rigorous program evaluation planning activities, as described in Section I. Funding Opportunity Description, Required Grant Activities Year 1;

6. An anticipated process and timeline for developing and submitting within 10 months of the award date an implementation plan that describes how the grantee will carry out required grant activities in Years 2-5, including implementing home visiting services, conducting performance measurement and continuous quality improvement activities, and conducting rigorous evaluation (please see Project Timeline and Milestones for more information); and

7. Anticipated technical assistance needs related to conducting the needs and readiness assessment; planning and building capacity during Year 1 to respond to identified needs through an evidence-based home visiting program, develop plans and infrastructure to support performance measurement and data-driven continuous quality improvement and learning activities, collaborate with community members and early childhood system partners, and conduct rigorous program evaluation planning activities; and developing an implementation plan.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the

project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:
Tribal resolutions and composition of the govenring board, depending on the applicant's status and proposed project.

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF*

grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The applicant must allocate sufficient funds in the budget to:

- Provide for the project director and other key partners to attend a 2-3 day kickoff meeting for grantees funded under this FOA to be held within the first 90 days of the grant (Year 1 only) in Washington, DC, as well as one 2-3 day all-Tribal MIECHV grantee meeting in Washington, DC.
- Due to the nature of the activities conducted under this program, grantees must commit a reasonable and adequate amount of federal funds to comply with the requirements for performance measurement, continuous quality improvement, and rigorous program evaluation. In Year 1, this could entail planning and building capacity to conduct performance measurement and continuous quality improvement activities and engage in rigorous evaluation activities, including processes to communicate and coordinate these activities with tribal leaders, community members, and the local advisory committee.

Please see Section IV.6 Funding Restrictions prior to preparing the Budget and Budget Justification.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 75 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

   1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

   2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.   As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for

proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

| Application Submission Options |

Electronic Submission via www.Grants.gov
Additional guidance on the submission of electronic applications can be found at http:// www.grants.gov /web /grants /applicants /apply- for- grants.html.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email**: Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation** –OR– **Rejection with Errors Email**: Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https: // www.acf.hhs.gov / sites / default /files /assets /systems _issue _policy _final. pdf .

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate agency contact listed in *Section VII*. of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms,

certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http:// fedgov. dnb.com /webform) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov/SAM, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these

requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Letter of Intent
Due Date for Letter of Intent: **02/06/2016**
Due Date for Applications: **03/23/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in

the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

The Tribal MIECHV program is a service delivery program. Funds made available to grantees under this FOA must be used to support the delivery of home visiting services under the Tribal MIECHV program. Grant funds may not be used except as provided for in the authorizing legislation (Section 511 of the Social Security Act), applicable implementing program policy issuances, including this FOA and the notice(s) of award, as well as other federal laws, regulations, and policies applicable to the use of federal grant awards.

In accordance with the stated objectives of the Tribal MIECHV program, grantees must implement home visiting services that result in improvements in the coordination and referrals for other community resources and supports to support the needs of families in the program. Recipients may coordinate with and refer to direct medical, dental, mental health, or legal services and providers covered by other sources of funding, for which non-MIECHV sources of funding may provide reimbursement. The MIECHV program generally does not fund the delivery or costs of direct medical, dental, mental health, or legal services; however, some limited direct services may be provided (typically by the home visitor) to the extent required to implement the selected home visiting model.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see Section IV.2. Request an Exemption from Required Electronic Application Submission.

Submission By Mail
Moushumi Beltangady
Administration for Children and Families
Office of the Deputy Assistant Secretary for Early Childhood Development
330 C Street SW
3014
Washington, DC 20201

Hand Delivery
Moushumi Beltangady
Administration for Children and Families
Office of the Deputy Assistant Secretary for Early Childhood Development
330 C Street SW
3014
Washington, DC 20201

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance	Maximum Points:20

1. Does the applicant demonstrate an understanding of the goals and objectives of the relevant legislation and this FOA?
2. Does the applicant demonstrate that its proposed project will contribute to achieving legislative goals and objectives and the goals stated in this FOA?
3. Does the applicant present a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project?
4. Does the applicant clearly identify and justify the target population to be served under the proposed project?
5. Does the applicant demonstrate a thorough understanding of the characteristics of the tribal community and the service needs of this population and community?
6. Does the applicant demonstrate a thorough understanding of maternal, infant, and early childhood home visiting programs?
7. Does the applicant demonstrate a thorough understanding of the principles underlying "evidence-based policy" with regard to home visiting programs in AI/AN communities?

Approach	Maximum Points:45

Overall Project Implementation Strategy (30 points)

1. Does the applicant provide a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates?
2. Does the applicant describe the factors that could speed or hinder completion of activities and explains how these factors would be managed?
3. Does the applicant demonstrate that its proposed approach is likely to result in the development and implementation of a high-quality, evidence-based home visiting program that is culturally responsive to the target population?
4. Does the applicant demonstrate a clear understanding of issues associated with, and articulate a reasonable approach to, conducting a comprehensive community needs and readiness assessment?
5. Does the applicant demonstrate a clear understanding of the issues associated with, and articulate a reasonable approach to, developing an evidence-based home visiting program that will meet population and community needs identified through a needs and readiness assessment?
6. Does the applicant demonstrate a clear understanding of the issues associated with, and articulate a reasonable approach to, building capacity to implement evidence-based home visiting models or promising approaches that meet the needs of the community and families, as well as any necessary cultural or contextual adaptations or enhancements?
7. Does the applicant demonstrate a clear understanding of issues associated with, and articulate a reasonable approach to, selection, development, and supervision of a qualified home visiting program workforce to support effective implementation of home visiting services?
8. Does the applicant demonstrate a clear understanding of issues associated with, and articulate a reasonable approach to, working together with tribal, local, and state early childhood program partners, tribal leaders, elders, families, and community members to consider how best to meet the needs of families from pregnancy to kindergarten entry?
9. Does the applicant demonstrate a clear understanding of issues associated with, and articulate a reasonable approach to, developing and submitting within 10 months of the award date an implementation plan that describes how the grantee will carry out required grant activities in Years 2-5?

Community and Stakeholder Engagement (5 points)

1. Does the applicant demonstrate that it has involved the community in developing its proposed project, ensured community participation in the project's implementation, planned for building and maintaining community support of the project, included a strategy for building community awareness of the project and keeping tribal leaders, community members, partner agencies, and other stakeholders informed of progress and outcomes, and ensured involvement of a program advisory council?

Strategy for Data Collection, Evaluation, and Knowledge Development (10 points)

1. Does the applicant demonstrate understanding of the issues associated with, and

articulate a reasonable approach to, building capacity to engage in rigorous program evaluation planning activities that will result in building the knowledge base around evidence-based home visiting in tribal communities?

2. Does the applicant demonstrate a clear understanding of issues associated with, and articulate a reasonable approach to, development and/or improvement of an integrated management information data system and infrastructure to engage in performance measurement and data-driven continuous quality improvement and learning activities?

3. Does the applicant describe an approach that will contribute to increased knowledge or understanding of the problems and issues addressed by this FOA?

Organizational Capacity	Maximum Points:25

1. Does the applicant identify the lead entity that will be responsible for conducting activities under this FOA?

2. Does the applicant demonstrate relevant experience and expertise among AI/AN populations?

3. Does the applicant demonstrate expertise, experience, and organizational capacity to implement high-quality, culturally relevant, evidence-based home visiting services that meet the requirements of this FOA?

4. Does the applicant demonstrate expertise, experience, and organizational capacity to administer the proposed project and implement and manage a program of this size, scope, and complexity?

5. Does the applicant demonstrate expertise, experience, and organizational capacity to conduct performance measurement and data-driven continuous quality improvement activities?

6. Does the applicant demonstrate expertise, experience, and organizational capacity to conduct rigorous evaluations that meet the requirements of this FOA?

7. Does the applicant demonstrate the organizational capacity of each participating organization (including partners, subgrantees, contractors) to fulfill its assigned roles and functions effectively?

8. Does the applicant demonstrate that the proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (as demonstrated by a resume) to institute and manage a project of this topic, size, scope, and complexity effectively?

9. Does the applicant clearly and adequately describe the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including subgrantees, consultants, contractors and subcontractors, and/or partners and demonstrates that each position is appropriate and relevant to the successful implementation of the proposed project?

10. Does the applicant describe a sound oversight and management plan (including management and coordination of activities by any partners, subgrantees, contractors and subcontractors, and consultants) for achieving the objectives of the proposed project on time and within budget, including clearly defined roles and responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality?

11. Does the applicant submit a fully executed Tribal Resolution (including Resolution number, voting information, and authorized signatures) from the governing body of each tribe agreeing to participate in the project and receive services?

Budget and Budget Justification	Maximum Points:10

1. Does the applicant demonstrate that Year 1 costs are reasonable, thoroughly justified, and appropriate in view of the activities to be conducted and expected results and benefits?
2. Does the applicant demonstrate that its fiscal controls and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this FOA?
3. Does the applicant demonstrate it has committed a reasonable amount of the Year 1 project budget to planning and building capacity to (1) conduct rigorous program evaluation and (2) conduct performance measurement and data-driven continuous quality improvement activities?

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that

requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), https://www.**fapiis**.gov/, before making any award in excess of the simplified acquisition threshold (currently $150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

In addition, federal staff will conduct an administrative review of the applications and the results of the competitive review and will make recommendations for funding to the Director, Office of Child Care.

With the results of the competitive review and information from Federal staff, the Director of the Office of Child Care, in consultation with Deputy Assistant Secretary for Early Childhood Development, will make the final funding decisions. ACF will consider past performance on previous related grants when making funding decisions.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Federal Award Dates

ACF anticipates awarding grants by July 1, 2016, but awards will be made no later than September 30, 2016.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:
http://www.acf.hhs.gov/administrative-and-national-policy-requirements.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at
http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

In addition to the SF-PPR and SF-425, grantees under this program will be required to report on performance measurement (implementation and legislatively-mandated benchmarks) data; on demographic, service utilization, service capacity, place-based services, family engagement, and staffing data; and via a legislatively mandated Report to the Secretary. The frequency and format of reporting will be outlined in the grantee's cooperative agreement with ACF.

VII. HHS Awarding Agency Contact(s)

Program Office Contact
Moushumi Beltangady
Administration for Children and Families
Office of the Deputy Assistant Secretary for Early Childhood Development
330 C Street SW
3014
Washington, DC 20201
Phone: (202) 260-3613
Fax: (202) 401-0981
Email: tribal.homevisiting@acf.hhs.gov

Office of Grants Management Contact
Tim Chappelle
Administration for Children and Families
Office of Administration
Office of Grants Management
330 C Street SW
Washington, DC 20230
Phone: (202) 401-4855
Email: tichappelle@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http://www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/index.cfm.

Administration for Children and Families (ACF) http://www.acf.hhs.gov/.

ACF Grants Homepage https://www.acf.hhs.gov/ grants.

ACF Funding Opportunities http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf.hhs.gov/grants/how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through https://www.acf.hhs.gov/grants-forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http://www.grants.gov/web/grants/forms/sf-424-family.html.
For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.
The *Federal Register* https://www.federalregister.gov/.
United States Code (U.S.C.) http://uscode.house.gov/.
Tribal Maternal, Infant, and Early Childhood Home Visiting program information on the Internet http://www.acf.hhs.gov/programs/ecd/home-visiting/tribal-home-visiting.

ACF will offer a pre-application webinar for potential applicants free of charge. Pre-application webinar dates and registration information can be found at: http://www.acf.hhs.gov/programs/ecd/home-visiting/tribal-home-visiting.

Application Checklist

What to Submit	Where Found	When to Submit
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If it is not available at the time of application

		submission, it must be submitted prior to the award of a grant.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory." Available at http://www. grants.gov/ web / grants/ forms. html by using the link to "SF-424 Family."	Submission is due with the application package or prior to the award of a grant.
Maintenance of Effort (MOE) Certification	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. An example of a standard MOE is available at in the application instructions for this FOA at www.grants.gov. Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in *Section IV.2. Project Description*.	If available, submission is due by the application due date found in the *Overview* and in *Section IV.4.*

		If not available at the time of application submission, due by the time of award.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov /web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.4.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is available in the electronic application kit at Grants.gov	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	and at http://www.grants.gov/ web/ grant s/ forms.html by using the link to "SF-424 Family." If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Letters of Support	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.

Tribal Resolutions	Referenced in Section III.1 under "Eligible Applicants."	Submission due by application due date found in Overview and Section IV.4.
Project Sustainability Plan	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." These forms are *required* for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4.*

		Submission Dates and Times.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov /web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www .sam.gov.	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

Appendix

Definitions

- Adaptation
    - For the purposes of the Tribal MIECHV program, an acceptable adaptation of an evidence-based model or promising approach includes changes to the model that have not been tested with rigorous impact research and are determined by the model developer to alter core components related to program impacts, are aligned with Tribal MIECHV program requirements, and are agreed to by the model developer and ACF in partnership with the grantee.

- At-risk tribal community
    - For the purposes of the Tribal MIECHV program, in order to reflect the diverse circumstances of tribal populations, ACF takes a broad and inclusive view of what constitutes an at-risk tribal community. Grantees may define an at-risk tribal community in the following ways:
        - A tribe or tribes within a discrete geographic region (e.g., on a reservation, Tribal Jurisdictional Service Area, Alaska Native village) could be considered an at-risk tribal community;
        - Subgroups or communities of a tribe or tribes within a discrete geographic region could be considered an at-risk tribal community; or
        - Members of a tribe(s) could live scattered throughout a larger, non-tribal geographic area interspersed with non-tribal members (e.g., AI/AN living in an urban environment) and be considered an at-risk tribal community.

- Continuous quality improvement
    - For the purposes of the Tribal MIECHV program, an effectively implemented system of continuous quality improvement within a home visiting program supports the ongoing use of performance and implementation data to optimize program outcomes, facilitate cultural and contextual adaptations of evidence-based models to meet community and program needs, identify and disseminate best practices, and test new approaches in home visiting that can increase efficiency and enhance effectiveness of programs. To maximize the utility of data for decision-making and learning, grantees under this FOA will build capacity for rapid-cycle continuous quality improvementand testing of improvement strategies through use of run charts and other tools.

- Data source characteristics
    - *Grantees under this FOA should consider the following in planning for and conducting community needs and readiness assessments.*
        - *Recency or timeliness of data:* Data sources are updated on different schedules, some annually and others much less frequently. The most recently updated data sources may be preferred to more outdated sources, even if the estimates may be less precise.
        - *Geographic boundaries of data:* Grantees have discretion in how they geographically define 'community(ies).' However, whenever possible, needs assessment data should be aggregated at the same or similar geographic level (e.g., tribal reservations, counties, cities, neighborhoods,

zip codes, census tracts, etc.) as the communities being described. Thus, when choosing between data sources, grantees should make careful note of the geographic units for which the data are available.

- Stability of data: While it may be possible to disaggregate some national, tribal, and state data into community level data, this does not mean that the data indicators will be stable or reliable at that level. For many assessments, the sub-sample of residents from a specific community will be too small to be a trustworthy representation of the characteristic of that community and its residents.

- Early childhood system
  - For the purposes of the Tribal MIECHV program, an early childhood system brings together health, early care and education, and family support program partners, as well as tribal and community leaders, families, and other stakeholders to achieve agreed-upon goals for thriving children and families. An early childhood system aims to: reach all children and families as early as possible with needed services and supports; reflect and respect the strengths, needs, values, languages, cultures and communities of children and families; ensure stability and continuity of services along a continuum from pregnancy to kindergarten entry; genuinely include and effectively accommodate children with special needs; support continuity of services, eliminate duplicative services, ease transitions, and improve the overall service experience for families and children; value parents and community members as decision makers and leaders; and catalyze and maximize investment and foster innovation.

- Eligible family
  - The MIECHV legislation (Section 511(k)(2) of the Social Security Act) states that an eligible family in MIECHV means a woman who is pregnant, and the father of the child if the father is available; or a parent or primary caregiver of a child aged birth through kindergarten entry, including grandparents or other relatives of the child, foster parents who are serving as the child's primary caregiver, and non-custodial parents who have an ongoing relationship with, and at times provide physical care for, the child. Section 511(d)(4) of the Act further requires that MIECHV grantees give priority to serving high-risk groups including: eligible families who reside in at-risk tribal communities in need of such services, as identified in the needs assessment; low-income eligible families; eligible families who are pregnant women who have not attained age 21; eligible families that have a history of child abuse or neglect or have had interactions with child welfare services; eligible families that have a history of substance abuse or need substance abuse treatment; eligible families that have users of tobacco products in the home; eligible families that are or have children with low student achievement; eligible families with children with developmental delays or disabilities; and eligible families who, or that include individuals who, are serving or formerly served in the Armed Forces, including such families that have members of the Armed Forces who have had multiple deployments outside of the United States.

- Enhancement
  - For the purposes of the Tribal MIECHV program, an acceptable enhancement of an evidence-based model or promising approach includes changes or additions to the model that have not been tested with rigorous impact research but are determined by the model developer not to alter the core components related to program impacts, are aligned with Tribal MIECHV program requirements, and are agreed to by the model developer and ACF in partnership with the grantee.

- Evidence-based home visiting model
  - For the purposes of the Tribal MIECHV program, the term evidence-based home visiting model is used to describe both models that meet the HHS criteria for evidence of effectiveness in tribal communities and models that are considered promising approaches. Grantees under the Tribal MIECHV program may choose to implement both models that meet the HHS criteria for evidence of effectiveness in AI/AN communities and promising approaches.
  - HHS uses Home Visiting Evidence of Effectiveness (HomVEE, http://homvee .acf.hhs.gov/) to conduct a thorough and transparent review of the home visiting research literature and provide an assessment of the evidence of effectiveness for home visiting models that target families with pregnant women and children from birth to kindergarten entry. There is currently one model that meets the HHS criteria for evidence of effectiveness in AI/AN communities. All other home visiting models, including those that have been designated by HHS as meeting criteria for evidence of effectiveness for the general population through the HomVEE review, are currently considered promising approaches for use with AI/AN populations.
  - The home visiting models that Tribal MIECHV grantees select must be research-based and grounded in relevant empirically-based knowledge, target outcomes specified in the authorizing legislation, be associated with (or developed by or in partnership with) a national organization or institution of higher education, and have comprehensive home visiting program standards that ensure high quality service delivery and continuous program quality improvement. Grantees may incorporate cultural and contextual adaptations or enhancements to their selected models, and must ensure fidelity of implementation of selected home visiting models, adaptations, and enhancements.

- Fidelity
  - For the purposes of the Tribal MIECHV program, fidelity constitutes a grantee's adherence to model developer requirements for high-quality implementation as well as any affiliation, certification, or accreditation required by the model developer, if applicable. These requirements include all aspects of initiating and implementing a home visiting model, including, but not limited to, recruiting and retaining clients, providing initial and ongoing training, supervision, and professional development for staff, establishing a management information system to track data related to service delivery and model fidelity, and developing an integrated resource and referral network to support client needs. Changes to a model that alter the core components related to program outcomes (otherwise

known as drift) could impair fidelity and undermine the programs effectiveness. Tribal MIECHV grantees will therefore work in close partnership with communities, model developers and ACF to identify, develop, and implement the cultural and contextual enhancements and adaptations that will support optimal fit between the model and the community without compromising the potential impact of the services.

- Home visiting program
    - For purposes of the Tribal MIECHV program, a home visiting program:
        - Includes home visiting as the primary service delivery strategy (excluding programs with infrequent or supplemental home visiting);
        - Is offered on a voluntary basis to eligible families in at-risk tribal communities; and
        - Targets outcomes specified in the MIECHV legislation, including: improved maternal and child health; prevention of child injuries, child abuse, or maltreatment, and reduction of emergency department visits; improvement in school readiness and achievement; reduction in crime or domestic violence; improvements in family economic self-sufficiency; and improvements in the coordination and referrals for other community resources and supports.

- Needs and readiness assessment
    - For the purposes of the Tribal MIECHV program, a thorough needs and readiness assessment has two major components: an assessment of community needs and an analysis of community readiness and capacity of organizations and programs to meet these needs.

- Reflective supervision
    - For the purposes of the Tribal MIECHV program, reflective supervision is a distinctive form of competency-based professional development that is provided to multidisciplinary early childhood home visitors who are working to support very young childrens primary caregiving relationships. Reflective supervision is a practice that acknowledges that infants and toddlers have unique developmental and relational needs and that all early learning occurs in the context of relationships. Reflective supervision is distinct from administrative supervision and clinical supervision due to the shared exploration of the parallel process, that is, attention to all of the relationships is important, including the relationships between home visitor and supervisor, between home visitor and parent, and between parent and infant/toddler. Reflective supervision supports professional and personal development of home visitors by attending to the emotional content of their work and how reactions to the content affect their work. In reflective supervision, there is often greater emphasis on the supervisors ability to listen and wait, allowing the supervisee to discover solutions, concepts and perceptions on his/her own without interruption from the supervisor.

- Rigorous program evaluation

- The use of quality research methods to systematically study, appraise, and help improve social programs, including their conceptualization and design, their implementation and administration, their outcomes, their effectiveness, and their efficiency (Rossi, P.H., Freeman, H.E.; and Lipsey, M.W. (2004)). The most appropriate research methods to use for evaluation depend on the question being addressed. It is important to note that no specific evaluation type is more rigorous than another. Descriptive studies, quasi-experimental studies, and experimental studies can all be rigorous. Rigorous program evaluation incorporates the following features:
  - *Credibility/Internal Validity:* Ensuring what is intended to be evaluated is actually what is being evaluated; making sure that descriptions of phenomena or experience being studied are accurate and recognizable to others; ensuring that the method(s) used is the most definitive and compelling approach that is available and feasible for the question being addressed. If conclusions about program efficacy are being examined, the limitations of non-experimental designs are carefully considered.
  - *Applicability/External Validity:* Generalizability of findings beyond the current project (i.e., when findings fit into contexts outside the study situation). Ensuring the population being studied represents one or more of the populations being served by the program.
  - *Consistency/Reliability:* When processes and methods are consistently followed and clearly described so that someone else could replicate the approach and other studies can confirm what is found.
  - *Neutrality:* Producing results that are as objective as possible and acknowledge the bias and limitations brought to the collection, analysis, and interpretation of results.

- Tribal MIECHV Performance Measurement System
  - This redesigned system, developed by ACF following consultation with existing Tribal MIECHV grantees and other stakeholders, will support grantees under this FOA to collect, analyze, and use data on program implementation and improvements for the eligible families participating in the program in the legislatively-mandated benchmark areas of 1) improved maternal, newborn, and child health; 2) prevention of child injuries, child abuse, neglect, or maltreatment, and reduction of emergency room visits; 3) improvements in school readiness and child academic achievement; 4) reductions in crime or domestic violence; 5) improvements in family economic self-sufficiency; and 6) improvements in the coordination and referrals for other community resources and supports. More information about the re-designed Tribal MIECHV performance measurement system is available at http://www.acf.hhs.gov/programs/ecd/home-visiting/tribal-home-visiting.